

Application Guidelines

Please read through the following guidelines, which will help you to complete your application.

1. Where qualifications are essential criteria for a post this will be stated in the Person Specification and proof of qualifications and membership of professional bodies will be asked for when we take up references.
2. Please ensure that you provide a CV **and** a supporting statement that directly addresses the essential criteria set out in the advert/person specification. A generic covering letter will reduce the chances of your application being shortlisted.
3. When writing your supporting statement, consider the following:
 - a. Applications will be assessed from the information you provide; therefore, you need to clearly demonstrate your capabilities in relation to each of the criteria listed in the person specification, taking in to account the job you are applying for.
 - b. Please number each point and address the criteria one at a time to ensure that we can fully consider how your experience, skills and abilities meet the needs of the post.
 - c. It is essential that evidence or examples are given of your experience against each appointment criteria. For example, it is easy to say you have had to analyse and interpret data; it is more effective to give examples of how you have used these skills and what you have achieved.
 - d. If you are coming from a different background, demonstrate how your skills are transferable to the role you are applying for.
 - e. Use clear, concise sentences.
 - f. Don't make false claims, honesty is always the best policy.
 - g. Explain why you are interested in working for NIESR in this job.
4. Ensure you return your application before the closing date.
5. For some roles, we request academic references in advance. Where this is the case, if you do not want us to contact your referees in advance, please let us know. Employment references will be taken up for the successful candidate once an offer has been accepted.